

MINUTES
STEVENS MEMORIAL LIBRARY DIRECTOR SEARCH COMMITTEE
September 4, 2014 – 4 p.m.

MEMBERS PRESENT: Margaret Donovan, Paula Dowd, Melanie Gallo, Elaine Gardiner, Jan Peterson, Ed Vitone, Maggie Whitney and Candy Wright.

MEMBERS ABSENT: Paula Kuehl

Ed Vitone called the meeting to order. He said the Committee would go into executive session for the purpose of screening candidates and requested a motion to do so. Paula Dowd made the motion, Melanie Gallo seconded; the motion passed by roll-call vote.

Elaine Gardiner distributed the Minutes for the August 25 and September 2 meetings. After Committee members reviewed the Minutes, Margaret Donovan moved to accept the August 25 Minutes as presented, and Candy Wright seconded; the motion passed. Ed Vitone asked for the following change in the September 2 Minutes: delete the words “either” and “or her father” in paragraph six, line three. Paula Dowd moved to accept the September 2 Minutes, as amended, and Margaret Donovan seconded; the motion passed.

Ed Vitone next asked for comments on the job description document. Candy Wright made two suggestions:

1. In the second paragraph of the “Job Environment” section, add the following: “Speaks before groups and boards, as required.”
2. Delete the “Job Environment” and “Essential Functions” headings, and combine these two sections under the new heading, “General Duties and Responsibilities.”

The Committee agreed to these changes.

Ed Vitone distributed copies of the Library's Mission Statement for the Committee's information and then moved to a discussion of the Vision Statement still to be written. As Committee members made suggestions for this statement, Ed Vitone wrote them on a white board. Committee members then individually put stickers on the four items they considered most important. Ed said he would attempt to summarize the Committee's work and email a proposed Vision Statement. Others, he said, should do the same, if they wish.

Elaine Gardiner said she had called the selected candidates to invite them for first interviews, and both had accepted. Emily Donnelly's interview will be at 6 p.m. on Wednesday, September 10, and Kim Cochrane's at 7:30 p.m. on the same date. The Committee asked Elaine Gardiner to send the candidates copies of the job description.

Ed Vitone next turned the Committee's attention to the interview process and distributed excerpts regarding interviews from the MBLC document, “Director Search Process,” that the Committee had previously received. Candy Wright suggested it might be easier for the candidates if only one or two Committee members asked questions. Committee members agreed and decided that Ed Vitone and Paula Dowd would ask the questions and other persons could ask follow-up questions.

Having decided that twelve or so questions is probably all there will be time for, the Committee reviewed the questions suggested in the MBLC document and decided upon those to ask, in some cases combining two or more questions into one. Ed Vitone said he would “stitch the questions together” and

email them to Committee members.

Responding to the MBLC's suggestion that candidates be asked to “prepare a short piece on a case/particular topic,” as a way for the Committee to determine writing skills, Elaine Gardiner suggested asking the candidates to write a one-page statement about their philosophy or vision of a public library. The Committee accepted this suggestion, and Ed Vitone asked Elaine Gardiner to compose the question and email it to the candidates.

The Committee next reviewed the MLBC's sample rating sheets and decided to change the scale from 1—10 to 1—5. Ed Vitone said he would draft a new interview rating sheet, based upon the MLBC's model, but using the topics and questions selected by the Committee.

Ed Vitone next distributed a tentative schedule for the September 18 interviews. After discussion, the Committee decided to allow four hours per interview and to have three persons, rather than two, take the candidates to lunch (10 - 2 interview) and dinner (3 - 7 interview). Ed Vitone asked Elaine Gardiner to notify the candidates of this timetable. Elaine Gardiner noted that we need to designate one or more persons to escort the candidates from one interview to another.

Ed Vitone asked the Committee members if they were comfortable with the salary range. He said the position was advertised at a range of \$56,000 – \$61,000, but the Grade 9 range is actually \$56,000 – \$72,000. That means, he said, there is room to maneuver with a job offer. The Committee expressed no discomfort with the salary range.

Melanie Gallo asked the Committee to move the September 23 meeting from 4 p.m. to 5 p.m. The Committee agreed.

The Committee decided to meet at 5:30 on Wednesday, September 10, for the first interviews. Elaine Gardiner will greet the first candidate and escort her upstairs. Someone still to be designated needs to greet the second candidate when she arrives and tell her where to wait until a Committee member comes to get her for the interview.

Paula Dowd moved to adjourn the executive session, Melanie Gallo seconded; the motion passed by roll-call vote.

Melanie Gallo moved to adjourn the regular session, Margaret Donovan seconded; the motion passed.

Respectfully submitted,

Elaine Gardiner